

**U.S. Fish and Wildlife Service  
National Conservation Training Center  
Office of Scheduling and Marketing  
Rt. 1, Box 166  
Shepherdstown, WV 25443  
Phone: 304-876-7220  
Fax: 304-876-7260**

## CATERING ORDER FORM

Please complete an order form for each requested catered event and return to the Office of Scheduling and Marketing (OSM). Orders must be received by OSM no later than two weeks prior to the requested event.

**EVENT NAME:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**START TIME FOR EVENT:** \_\_\_\_\_

**END TIME FOR EVENT:** \_\_\_\_\_

**LOCATION:** Dining Room \_\_\_\_\_  
Social Lounge \_\_\_\_\_  
Patio Lounge \_\_\_\_\_  
Field Picnic \_\_\_\_\_  
Other (*specify*) \_\_\_\_\_

**NO. OF GUESTS:** \_\_\_\_\_ (Private or Campus Wide)

**REQUESTER'S NAME:** \_\_\_\_\_ Phone # \_\_\_\_\_

**TYPE OF SERVICE:** Reception \_\_\_\_\_ Special Request \_\_\_\_\_  
Dinner \_\_\_\_\_ Theme Meal \_\_\_\_\_  
Picnic/BBQ \_\_\_\_\_ Other (*please specify*) \_\_\_\_\_

**MENU SELECTION:**

*(Note exact counts of each entree and any vegetarian requests. Do not include more than two entrees for dinner.)*

**COMPUTATION AREA:**

*(Official Use Only)*

Total Cost for Catered Event: \_\_\_\_\_